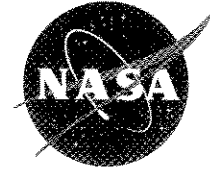


National Aeronautics and Space Administration
Headquarters
Washington, DC 20546-0001



June 23, 2011

Reply to Attn of:

Headquarters Human Resources Management Division

TO: Officials-in-Charge of Headquarters Offices

FROM: Acting Executive Director, Headquarters Operations

SUBJECT: Call for Mentors – New Headquarters Mentoring Program

The Headquarters Human Resources Management Division (HRMD), Employee and Organizational Excellence Branch, is pleased to announce the kick-off of the newly redesigned HQ Mentoring Program for FY 2011-2012. The program is entitled “eMerge,” and the acronym stands for “Employees Mentoring Employees for Readiness, Growth and Excellence.” The name was created to communicate the unique wealth of mid-level to senior-level professionals at HQ and the cultural imperative of these professionals mentoring each other for NASA’s success. The purpose of the eMerge Program is to provide NASA HQ employees the opportunity to develop professionally through formal relationships.

At this time, the HRMD/Employee and Organizational Excellence Branch is in the pre-program phase of launching eMerge. We would like to encourage your involvement. The pre-program phase includes recruiting mentors and building a base of candidates from which the mentees can consider. A follow-up memo will be issued in two weeks when we move into the nomination phase for mentee participation.

NOMINATING MENTORS

Please take a moment to speak with employees in your organization regarding the possibility of mentoring at NASA HQ. We are asking each Official-in-Charge to personally consider nominating one or two individuals from your organization who can serve as a mentor in the eMerge Program. **Once you have identified potential mentor(s), please work with the nominee(s) to complete the attached Nomination Form. Please send the completed nomination form(s) to the HRMD/Employee and Organizational Excellence Branch by July 28, 2011, as indicated in this memo.** The mentor nominees will be contacted and provided information regarding next steps.

ABOUT THE EMERGE PROGRAM

Employee participation in the eMerge Program will enable cultivation of a learning environment and enhance the Agency’s ability to execute its changing missions. The new eMerge Program is designed to:

- Provide opportunities for frequent and open interaction between employees and leaders at the same or different organizational levels;

- Serve as a vehicle for transferring technical as well as formal and informal organizational knowledge;
- Assist with succession planning and skill-building integral to organizational success;
- Develop focused networks to strengthen capabilities in program execution across organizational boundaries;
- Enhance communication and collaboration at all levels within NASA HQ; and
- Improve individual motivation, performance, and encourage the development of innovative problem-solving strategies.

WHAT'S NEW ABOUT THE HQ MENTORING PROGRAM?

Mentor pairs will be matched using a high-touch process that includes matching based on ability or interest in one or more of six developmental areas, i.e., leadership, program/project management, technical competence, career/professional, political savvy, and interpersonal communication. Flash mentoring and other developmental events will help the participants build their relationships with others. **A key component of eMerge is the Mentoring Application Project that will be undertaken by the mentor pairs. Scheduled out-briefs will be made to HQ senior executives.**

ROLE OF THE MENTOR

Business Mentoring is a process where an individual (mentor) transfers organizational knowledge to another person (mentee) during a sustained period of time. The mentor role involves the deliberate use of specific behaviors and actions in an evolving interpersonal relationship with a mentee. The objective is to increase the mentee's development of competencies and options through meaningful dialogue and tangible actions. Mentors impart knowledge in several areas, including leadership, program/project management, technical competence, career/professional, political savvy, and interpersonal communication.

Individuals identified to participate in the eMerge Program will have the opportunity to attend an information briefing session to learn more about the role before they commit to an individual mentee or the program. Mentors will also have a choice in the matching process and will be paired with no more than one mentee.

For successful implementation of the eMerge Program, mentors must be available to:

- Attend the Program Orientation in October 2011;
- Meet at least 2-4 hours a month with his/her mentee (October 2011 to March 2012);
- Attend mentoring sessions hosted by the HRMD/Employee and Organizational Excellence Branch;
- Share organizational insights;
- Act as a sounding board for the mentee's ideas and concerns;
- Work with the mentee to expand networks;
- Assist mentee with developmental goal setting;
- Provide developmental feedback; and,
- Give feedback on mentoring program progress and design.

SUBMITTING YOUR MENTOR NOMINATIONS

Please encourage nominated mentors and employees who may be interested in participating in the eMerge Program to attend one of the information briefing sessions hosted by the

HRMD/Employee and Organizational Excellence Branch. We will provide details about the program, the roles, time commitments, and answer questions that potential mentors and mentees may have. Pertinent information follows:

- **Mentor Nomination Due Date** July 28, 2011
 - *Upon receipt of the Nomination Form, the HRMD will contact potential mentors with specific information.*
- **Information Briefings About the eMerge Program:**
 - July 12, 2011 – 10:00 - 11:30 a.m. – Room 3P44
 - July 14, 2011 – 1:00 - 2:30 p.m. – Room 3P44
- **Mentor Level**..... HQ Civil Servant, GS-14 and above
- **Send Mentor Nomination to:**
 - Tamara Bolden
 - NASA Headquarters
 - HRMD/Employee and Organizational Excellence Branch
 - Mail Suite 3Q53, Room 3P76
 - Washington, DC 20546

If you or anyone on your staff has questions or need additional information, please contact Kim Haney-Brown, Lead for Headquarters Organization and Leadership Development at 358-0433 or Susan Snyder, Leadership Development Consultant at 358-1064.



Leah Hollander

Enclosure

cc:

Administrative Contacts
Headquarters Training Contacts

Officials-in-Charge of Headquarters

Administrator/Mr. Bolden
Deputy Administrator/Ms. Garver
Associate Administrator/Mr. Scolese
Chief of Staff/Mr. Radzanowski
Associate Deputy Administrator/Mr. Keegan
Associate Deputy Administrator for Policy Integration/Dr. Keiser
Assistant Associate Administrator/Mr. Maples (Acting)
Deputy Chief of Staff and White House Liaison/Mr. Noble
Chief Financial Officer/Dr. Robinson
Chief Information Officer/Ms. Cureton
Chief Engineer/Dr. Ryschkewitsch
Chief Health and Medical Officer/Dr. Williams
Chief Safety and Mission Assurance/Mr. O'Connor
Chief Scientist/Dr. Abdalati
Chief Technologist/Dr. Braun
General Counsel/Mr. Wholley
Associate Administrator for Communications/Mr. Weaver
Associate Administrator for Diversity and Equal Opportunity/Ms. Manuel
Associate Administrator for Education/Mr. Melvin
Associate Administrator for Independent Program and Cost Evaluation/Dr. Hawes
Associate Administrator for International and Interagency Relations/Mr. O'Brien
Associate Administrator for Legislative and Intergovernmental Affairs/Mr. Statler
Associate Administrator for Small Business Programs/Mr. Delgado
Associate Administrator for Aeronautics Research Mission Directorate/Dr. Shin
Associate Administrator for Exploration Systems Mission Directorate/Mr. Cooke
Associate Administrator for Science Mission Directorate/Dr. Weiler
Associate Administrator for Space Operations Mission Directorate/Mr. Gerstenmaier
Associate Administrator for Mission Support Directorate/Dr. Whitlow
Assistant Administrator for Human Capital Management/Mr. Henn (Acting)
Assistant Administrator for Strategic Infrastructure/Ms. Dominguez
Executive Director, Headquarters Operations/Ms. Hollander (Acting)
Executive Director, NSSC/Mr. Smith (Acting)
Assistant Administrator for Agency Operations/Mr. Luedtke
Assistant Administrator for Internal Controls and Management Systems/Mr. Becker
Assistant Administrator for Procurement/Mr. McNally
Assistant Administrator for Protective Services/Mr. Forsythe
Director, NASA Management Office/Dr. Trinh

cc:

Deputy Chief Financial Officer/Mr. Bowie
Deputy AA for Public Outreach/Mr. Ladwig
Executive Secretariat/Mr. Box
Office of the Administrator/Ms. Palacios
Office of the Administrator/Ms. Simms
Office of the Administrator/Ms. Sweeney
Office of the Deputy Administrator/Ms. Holland
Office of the Deputy Administrator/Ms. Manuel
Office of the Deputy Administrator/Mr. McIntosh
Office of the Associate Administrator/Ms. Reynolds

Training Contacts:

Office of the Administrator/Ms. Sweeney
Office of the Chief Financial Officer/Ms. Shovelv
Office of the Chief Information Officer/Mr. Gillis
Office of the Chief Engineer/Ms. Moore
Office of Chief Health and Medical Officer/Ms. Barnes
Office of Safety and Mission Assurance/Mr. Mexcur
Office of the Chief Technologist/Ms. Butler
Office of the Chief Technologist/Ms. Diaz
Office of the General Counsel/Mr. Harris
Office of Communications/Ms. Lord
Office of Diversity and Equal Opportunity/Ms. Spotts
Office of Education/Ms. Kennedy
Office of Independent Program and Cost Evaluation/Ms. McCollough
Office of Independent Program and Cost Evaluation/Ms. Ross
Office of International and Interagency Relations/Ms. Shephard
Office of Legislative and Intergovernmental Affairs/Ms. Graham
Office of Small Business Programs/Ms. Lee
Aeronautics Research Mission Directorate/Ms. McClung
Exploration Systems Mission Directorate/Ms. Horton
Science Mission Directorate/Ms. Jenkins
Space Operations Mission Directorate/Mr. Salvas
Space Operations Mission Directorate/Ms. Brown
Mission Support Directorate/Ms. Dunn
Office of Human Capital Management/Mr. Brewster
Office of Strategic Infrastructure/Ms. McNeill
Office of Headquarters Operations/Ms. Mague
Office of Budget Management Systems Support/Ms. Palompo
Agency Operations/Ms. Brewer
Assistant Administrator for Internal Controls and Management Systems/Mr. Becker
Office of Procurement/Ms. Randolph
Office of Protective Services/Ms. Matthews Williams

cc:

Administrative Contacts:

Office of the Administrator/Ms. Sweeney
Office of Chief Financial Officer/Ms. Briscoe
Office of Chief Information Officer/Mr. Gillis
Office of Chief Engineer/Ms. Moore
Office of Chief Health and Medical Officer/Ms. Barnes
Office of Safety and Mission Assurance/Mr. Mexcur
Office of Chief Technologist/Ms. Butler
Office of Chief Technologist/Ms. Diaz
Office of the General Counsel/Mr. Harris
Office of Communications/Ms. Lord
Office of Diversity and Equal Opportunity/Ms. Jones
Office of Diversity and Equal Opportunity/Ms. Spotts
Office of Education/Ms. Ball
Office of Education/Ms. Knowles
Office of Independent Program and Cost Evaluation/Ms. McNair
Office of Internal and Interagency Relations/Ms. Fleming
Office of Legislative Affairs and Intergovernmental Affairs/Ms. Graham
Office of Small Business Programs/Ms. Lee
Aeronautics Research Mission Directorate/Ms. Miller
Exploration Systems Mission Directorate/Ms. Farley
Exploration Systems Mission Directorate/Ms. Horton
Science Mission Directorate/Ms. Delo
Space Operations Mission Directorate/Ms. Bascoe
Space Operations Mission Directorate/Ms. Brown
Mission Support Directorate/Ms. Dunn
Office of Human Capital Management/Ms. Burroughs
Office of Strategic Infrastructure/Ms. McNeill
Office of Headquarters Operations/Ms. Mague
NASA Shared Service Center/Ms. Slade
Office of Agency Operations/Ms. Brewer
Office of Procurement/Ms. Randolph
Office of Protective Services/Ms. Chambers
NASA Management Office/Ms. Starman